



FIRE SAFETY- POLICY AND PROCEDURES

- Building checked before children arrive each day to make sure there are no fire hazards.
- Staff vigilant that fire doors are kept shut at all times (not propped open with door wedges).
- David Hewitt, proprietor, to check regularly, as legally required, that emergency lights and smoke alarms are working correctly. **Record to be maintained.** Relevant certificate to be available.
- 'Fire break plastic/glass call points' – two to be checked weekly (three in school, five others in the building). **Record to be maintained.**
- Fire alarm tone to be checked/sounded weekly as call point is tested. **Record to be maintained.**
- Staff and children to be made aware of the 'sound' of the fire alarm - a loud, high-pitched, distinctive, electronic, continuous tone.
- Fire drill with the children each term to cover all exits and escape routes and to make sure responsible pupils (whilst remembering flight risks) of all ages can open the exit doors if necessary. Children never to be alone in classrooms without adult supervision. **Record to be maintained.**
- Fire extinguishers and the fire/smoke alarms regularly checked by the Proprietor. **Record to be maintained.** Certificate to be available.



FIRE DRILL

- Fire drills should be conducted termly and stated procedures for exiting the building safely, undertaken and complied with. **Record to be maintained.**
- Fire safety awareness training should be conducted with pupils monthly and each time new pupils are admitted to the school roll mid-term. (eg STOP, DROP AND ROLL). **Record to be maintained.**
- School Board to arrange for staff to receive training in the use of fire extinguishers, and to know where location of fire doors, plastic/glass call points, all escape exits are.

FIRE DETECTION PROCEDURE

On becoming aware of fire, immediately sound the alarm and aim to remove all personnel from the building quickly and without panic in accordance with stated procedure.

Should a member of staff become aware of the 'Fire Alarm' tone they should initialise safe evacuation procedure, in accordance with our 'Fire Safety Policy and Procedure'.

PROCEDURE FROM CLASSROOMS:

- Staff to line-up children, quickly and calmly.
- Teacher from the P1-3 class to collect register (and keys for re-entry)
- One member of staff to do a sweep of the 4 children's toilet areas
- Proceed out through cloakroom and exit through main school entrance (69a) (The postal address door number).
- Walk across car park and line up at the side fence.
- Make sure gates are open for fire engine access.
- P1 classroom teacher to call register.
- If it is not possible to exit through main school entrance (69a) then staff will lead children out through classroom door leading to the entrance hall area (71), exiting through the side door of Wellsprings. From here walk across car park to side fence. P1 classroom teacher is to bring the register for all.
- Call register.



With above exit route it is also possible to exit the building through the kitchen door to the rear of the building and straight into the playground. **This should only be used if the other exit is blocked.**

PROCEDURE FROM UPSTAIRS HALL

- Staff to line-up children quickly and calmly.

Route 1:

- Proceed down stairs at foyer end of hall (cupboard end) and exit through the cloakroom and main school entrance(69a).
- Walk across car park to side fence to line up quietly.
- Call register.

Route 2:

- Proceed down stairs at opposite end of hall, walk down stairs which pass the Hewitt's flat and exit downstairs fire exit door at base of stairs on the left. Follow the path straight ahead, around the building and assemble at the far side of the car park. Call the register.
- If this door is for any reason unusable then pass through the fire door at base of stairs (on the right) and go along the back corridor and exit, if possible, through the side door of Wellsprings(71). Cross the car park to the assembly point. Call the register.
- Alternatively, exit through the kitchen door which leads into the playground to the rear of the building. **This should only be used if the other exit is blocked.** Meet at the designated assembly point at the front of the car park. Call the register.

PROCEDURE IF ASSEMBLY POINT UNAVAILABLE

1. First Option: Assemble at back of school.
2. Alternative Option: assemble in large car park of the premises next door.

PHONING THE EMERGENCY FIRE SERVICES

When all children and staff (including any visitors or contractors) are safely evacuated and accounted for Head Teacher or delegated staff member to phone Fire Service on school landline (portable) or available mobile phone.



ADDITIONAL PROCEDURES

NO ONE may re-enter the building **UNDER ANY CIRCUMSTANCES** until the building is declared safe by the emergency services.

Head Teacher (or other delegated staff member) to liaise with the Proprietor and emergency services when they arrive.